

LITTLE TRAVERSE BAY BANDS
OF ODAWA INDIANS
ECONOMIC DEVELOPMENT COMMISSION
MINUTES
AUGUST 13, 2005

GOVERNMENTAL COMPLEX
HARBOR SPRINGS, MICHIGAN

Meeting called to order by Commissioner Dyer-Deckrow at 8:14 am.

Invocation by Commission Dyer-Deckrow.

Roll call:

Present: Patricia Dyer-Deckrow, Michael Givens and Laura Blumberg

Absent: Cheryl Kishigo and John Bott.

Quorum established.

Staff: Susan A. Swadling, Economic Development Assistant
Carrie Carlson, Enterprise Accountant

Motion made by Commissioner Blumberg to adopt the agenda as presented, supported by Commissioner Givens.

Vote taken: 3 yes, 0 no, 0 abstain, 2 absent (Chair Kishigo, Vice-Chair Bott)

Motion passed.

Vice-Chair Bott came in at 8:30 am.

Motion made by Commissioner Blumberg to adopt the minutes of July 9, 2005 as presented and amended, supported by Commissioner Givens.

Vote taken: 4 yes, 0 no, 0 abstain, 1 absent (Chair Kishigo).

Motion passed.

Commissioner Dyer-Deckrow turned the meeting over to Vice-Chair Bott.

Opened public comment at 8:31 am.

John Bott, Patricia Dyer-Deckrow, Susan A. Swadling

Closed public comment at 8:33 am.

Council feedback

Information received from the Tribal Council was reviewed.

Economic Development Director Report

Jaime Barrientoz, Economic Development Director, resigned as of August 8, 2005.

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Break at 8:39 am.

Chair Kishigo came in during the break.

Meeting reconvened at 9:01 am by Chair Kishigo.

Bkwenenjige by Chair Kishigo.

Chair Kishigo reported on the Tribal Council information. The Commissions, Boards and Committees training in October are considered mandatory. The Economic Development Commission has been tasked with writing the business plan for the Odawa Enterprises.

Economic Development Staff Report

Susan A. Swadling, Economic Development Assistant, reported on Kings Inn with the following highlights:

- A new freezer has been purchased – this will help with the travel and time needed to continually order small amounts of food for the continental breakfast.
- Payroll costs are too high – in June it was 100% of sales (the industry standard is 35% of sales) – manager to consult with manager of Victories Hotel.
- Occupancy is at 73% (480 of 660)
- Thunderfalls Water Park tickets are available at Kings Inn and are selling well

Bells Fishery

- Al Colby, Jr, Tribal Administrator, is in charge of Bells
- Craig Searles, Manager, is no longer manager as of August 8, 2005
- John Schlappi and Kevin Schlappi are responsible for selling and processing fish at Bells
- Recipes have not been written down, pâté is unavailable for now.
- Processes need to be documented

Chair Kishigo out at 9:30 am.

Chair Kishigo returned at 9:32 am.

- Discussed procedures at Bells concerning disposal of the fish by-products.

Chair Kishigo out at 9:34 am.

- A source of firewood for the smokehouse was also discussed.

Biindigen

- A customer bumped the building with a car, knocking a pole off its base causing the roof to sag about 2-3 inches. Harrington Construction repaired the damage and a drain spout needed to be replaced.
- General Manager Don Portman's contract expires on November 3, 2005. This position has been posted.

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- The new fish sign has been put up and the fish are selling well.

Chair Kishigo returned at 9:47 am.

- A new employee has been hired for the deli and prepared food sales are doing well.
- Requests have been received regarding an ATM at the store
- Payroll costs are at 4%, the industry standard is 7%.
- An updated digital surveillance system is being considered.

Chair Kishigo out at 9:54 am.

- Reviewed how gas prices are determined. Our fuel quota for the tax exemption comes through Derrer who keeps half of it for the other gas station next to Big Boy on the other side of Petoskey.

Chair Kishigo returned at 10:03 am.

Tax Agreement

- Discussed the Tax Summit held in Lansing this year.
- Certificates of exemption or vouchers were discussed.
- December 31st is the end of the agreement year.
- Procedures and policies need to be written by the October 8th EDC meeting.

There was discussion by the Economic Development Department regarding the possibility of an enterprise involving the Aldrich Property.

Motion made by Commissioner Dyer-Deckrow to accept the Economic Development Department staff verbal report, supported by Vice-Chair Bott.

Vote taken: 5 yes, 0 no, 0 abstain, 0 absent

Motion passed.

Chair's report

- NCAI travel arrangements are made; discussion was held on the timing of check out and departure of the flight.

Commissioner Blumberg out at 10:29 am.

- Reviewed the CDFI training by Stewart Sarkoczy-Banoczy held on August 11th and 12th.
- Chair Kishigo presented the quarterly report to Tribal Council.

Motion made by Commissioner Dyer-Deckrow to accept the Chair's verbal report, supported by Vice-Chair Bott.

Vote taken: 4 yes, 0 no, 1 abstain (Chair Kishigo), 0 absent

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Motion passed.

Discussion was held regarding the National Community Capital Association (NCCA) training in Los Angeles.

Motion made by Commissioner Dyer-Deckrow to approve the funding of the travel for Economic Development Department staff Susan A. Swadling and Enterprise Accountant Carrie Carlson to go to the NCCA training on October 19th to 22nd, 2005, supported by Vice-Chair Bott.

Vote taken: 5 yes, 0 no, 0 abstain, 0 absent

Motion passed.

Vice-Chair report, no report

Treasurer report, no report

Secretary report, no report

Strategic plans need to be updated for both the Commission and Department. Set aside the work session in October to work on it.

Open public comment at 11:02 am.

Cheryl Kishigo, Patricia Dyer-Deckrow, Laura Blumberg, John Bott, Carrie Carlson and Michael Givens

Closed public comment at 11:06 am

Next meeting will be held on September 10, 2005 at 9:30 am.

Motion made by Vice-Chair Bott to adjourn the meeting, supported by Commissioner Givens.

Vote taken: 5 yes, 0 no, 0 abstain, 0 absent

Motion passed.

Meeting adjourned at 11:08 am.

Michael Givens, Secretary